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Data Processing for the Upward Bound Program

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DATA PROCESSING
FOR THE
UPWARD BOUND PROGRAM

In Fulfillment of the
Course Requirements
in
Honors Special Study
Mr. Bill Allen

By Janet Ann Henderson
OBU Box 90
December 14, 1973

The Upward Bound Program at Ouachita began in 1966 and since **then** until the present date the only source of information about an Upward Bound participant was his file folder. Working with Dr. Charles Chambliss, Mr. John Small and Mr. Bill Allen, I worked to put Upward Bound on Data Processing. This process entailed (1) deciding on the information that would be recorded on the data cards (2) deciding on the placement of the information on the card (3) setting up a code sheet for the information (4) designing a form containing the coded information which would be used by the keypunch operator to punch the data cards (5) going to the Upward Bound folder and gathering the information needed (6) coding the forms (7) keypunching the data cards and (8) getting a computer printout of the information contained in the new Upward Bound data file.

THE INFORMATION CONTAINED ON THE DATA CARD

The birthdate of the student and the date he entered the Upward Bound Program. This information is useful in determining the student's age and the number of years he has been in the Upward Bound Program.

Religion, race, sex, and Social Security Number are useful for identification of the student. Home language is recorded on file as the student may speak more than one language.

Recruitment source is used by the Program Director to see if enrollment in Upward Bound was a result of student inquiry, high school recommendation or Job Corps, etc.

High School Size and Code gives the student's high school and the size of the student body from which he came.

GPA entering and leaving Upward Bound, Grade point averages (based on a 4,000 grading scale) reflect on the progress the student made while in the Upward Bound Program.

Reading level entering and leaving Upward Bound, Most students are given a standard reading test upon entering the program and the again upon leaving the program. The scores are ranked on a percentile basis which is then in turn converted to a grade level. This helps to show the student's reading progress.

Family Structure shows the makeup of parentage or guardianship of the student's home.

Family size gives the number of children and adults in the home.

Income Eligibility, Ranking of the student according to the family income and size of the family. This information is confidential and is coded by the Program Director.

(4) The form containing the information coded will be filled out by the Upward Bound Office and then sent to Data Processing to be keypunched onto the data card. The revised form will be used from the current date by the U. B. Office. These forms will be returned to the office and kept on file for reference in case of question about the source of the coded information. These same forms will be used as a source of periodic updates to be done by Upward Bound. As more information is gained it will be coded on a form and sent to Data Processing so that the file card may be updated. After the cards have been updated the form will be stamped with the current date and returned to the Upward Bound Office to be kept on file for future reference.

A copy of this form follows on the next page.

UPWARD BOUND DATA FORM

	Date _____
Name	_____
Birthday 1-6	_____
Ent. U.B. 7-10	_____
Race 31	_____
Sex 32	_____
Language 33	_____
Recruitment Source 34	_____
Social Security # 35-44	_____
High School Size 45	_____
High School Code 46-48	_____
GPA Entering U.B. 49-52	_____
GPA Leaving U.B. 53-56	_____
Reading Level Ent. 57-59	_____
Reading Level Leaving 60-62	_____
Religion 63	_____
Family Structure 64	_____
Family Size 65-66	_____
Income Eligibility 67	_____
Financial Aid 68	_____
Course of Study 69-70	_____
Education Level 71	_____
Hours of College Work 72-75	_____
County 76-77	_____
Circumstance-leaving 78-79	_____

CODE SHEETS

Race

- 1. White
- 2. Black
- 3. American Indian
- 4. Oriental
- 5. Other

Sex

- 1. Male
- 2. Female

Home Language

- 1. English only
- 2. English plus others
- 3. Language other than English

Recruitment Source

- 1. High School Recommendation
- 2. Other Upward Bound Project
- 3. Job Corps
- 4. Other Federal Agency
- 5. Other Social Agency
- 6. Religious Organization
- 7. Student's or Parent's Inquiry
- 8. Friends or Neighbors
- 9. Other

Size of High School

- 1. Under 100
- 2. 100-299
- 3. 300-499
- 4. 500-999
- 5. 1,000-1,499
- 6. 1,500-

Religion

- 1. Baptist
- 2. Methodist
- 3. Presbyterian
- 4. Episcopal
- 5. Church of God
- 6. Church of Christ
- 7. Catholic
- 8. Pentecostal
- 9. Other

Family Structure

- 1. Both Parents
- 2. Mother Only
- 3. Father Only
- 4. Grandparents
- 5. Other Relatives
- 6. Anyone other than relatives
- 7. Lives alone
- 8. Mother-Step Father
- 9. Father-Step Mother

Income Eligibility

- 1. List A--farm
- 2. List A--nonfarm
- 3. List B--farm
- 4. List B--nonfarm
- 5. Family in public housing
- 6. Family on public assistance
- 7. Mismanagement

Course of Study

- 1. Technical
- 2. Commercial
- 3. Practical Nursing
- 4. Other terminal occupational programs
- 5. Registered Nursing
- 6. Liberal Arts/Social Sciences
- 7. Education
- 8. Fine Arts
- 9. Religion/Theology
- 10. Business Admin./Economics
- 11. Engineering/Physical Science/Math/Computer Science
- 12. Biological Science/Agriculture
- 13. Pre-Professional
- 14. Other
- 15. Not Known

Highest Previous Educational Level

- 1. K through 6
- 2. 7 through 9
- 3. 10 through 12
- 4. College or postsecondary

Circumstances of Leaving

1. Graduated from HS and participated in Upward Bound Bridge Summer
2. Graduated from HS and participated in other summer academic program
3. Graduated from HS and worked during bridge summer
4. Graduated from HS and did not participate in Bridge Summer
5. Dropped out of HS
6. Left project for personal or family reasons
7. Financial problems
8. Health problems
9. Deceased
10. Disappeared
11. Project director's decision to drop from project
12. Moved from area

Financial Aid

0. None
1. Work Study
2. Guaranteed Interest Loan
3. OBU Loan
4. NDSL
5. BEOG
6. OBU Employment
7. Scholarship or grant
8. V. A. Benefits

Name Parenthesis () denotes the married name of the student

High School Sizes

Amity 100-299
 Gurdon 100-299
 Carthage 100-299
 Harmony Grove, Camden 100-299
 Bearden 300-499
 Chidester 300-499
 Lake Hamilton 300-499
 Malvern 500-999
 Glenwood 300-499
 Sparkman 100-299
 Arkadelphia 500-999
 Camden 500-999
 Ouachita Co. 100-299

<u>Town</u>	<u>County</u>	<u>Code</u>
Amity	Clark	10
Arkadelphia	Clark	10
Bearden	Ouachita	52
Camden	Ouachita	52
Chidester	Ouachita	52
Eagle Mills	Ouachita	52
El Dorado	Union	70
Glenwood	Pike	55
Gurdon	Clark	10
Holly Springs	Dallas	20
Hot Springs	Garland	26
Lou Anne	Ouachita	52
Malvern	Hot Spring	30
Mt. Ida	Montgomery	49
Norman	Montgomery	49
Pearcy	Hot Spring	30
Perla	Hot Spring	30
Pine Bluff	Jefferson	35
Sparkman	Dallas	20
Wabbaseka	Jefferson	35

Birthdate	Date Ent. U.S.	Name	Race	Sex	Home Language	Res. Source	Social Security Number	H.S. Size	H.S. Code	G.P.H. Ent.	GPA Learning	Reading Level	Reading Level	Religion	Fam. St.	Fam. St.	Income Tax	Hours of College Work	County	Ctr. of Learning
032754	0671	ALEXANDER KAREN L	1	2	11		0431043928	23571190				098091	502				20153		49	06
050553	0669	ARMSTRONG CHARLES E	2	1	11		0432029993	42993000			128		204				17154	0120	52	01
091252	0668	BADFAUX TEREAS M	1	2	11		0431043862	22153000					810				10153		10	04
070455	0971	BAKER OWEN L	1	1	11			32802570					02				60153		30	01
110456	0973	BAMBICO BILLY	1	1	11		0429132698	30282000					07				2		52	
072756	0673	BARENTINE JO ANN	1	2	11		0429115139	31983100					11				20153		55	06
030255	0671	BARRETT LINDA	1	2	11			302824802300071160	106				70153						52	06
061853	0171	BARRETT BRENDA S	1	2	11		0430040046	3028			088		106				10153		52	03
122955	0972	BATES TOMMY	1	1	11			31981700					807				2		55	
103154	0671	BATES S LYNNE	1	2	11		0429115510	21983530			130138	806	61104	0150				55	01	
110155	0972	BAUMGARDNER JACKIE	1	2	11		0429117373	22153440					908				4		10	
112154	0971	BLACKMON PHYLLIS	2	2	11		0430081886	43172690					2				27074	0060	30	01
111956	0973	BOWERS BILLY	2	1	11		0429134002	24721800					03				4		20	
081652	0669	BOX BARBARA L	2	2	11		0432987997	34113500			086		209				10104	0060	52	01
091652	0669	BOX BETTY E	2	2	11		0432987998	34113500			092		209				10104	0060	52	01
020857	0973	BROWN SHIRLEY	2	2	11		0429119555	31001200					05				2		52	
111953	0669	BRYANT BRENDA J	1	2	11			20083000			109		506				10064		10	03
021855	0971	BRYANT TERRY L	1	2	11		0429115100	3198					02				20153		55	06
091552	0668	BUCKLEY ELSIE M	2	2	11			44033000					209				11154		10	01
061657	0973	BUCKNER RICHARD	2	1	11		0432085121	43172380					08						30	
070156	0973	BUTLER ESTER	1	2	11		0432135302	24722900					06				1		20	
101953	0569	BUTLER HELEN JEAN	2	2	11		0430111383	2472			070		108				10034		20	03
073153	0669	CALDWELL JAMES	1	1	11		0430081209	3198			130		805				10064		55	03